



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/21/18	<u>Interviewer:</u> Lafayette Baker	<b>RFA #18-53</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] (faculty)		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒  
 Concern Regarding:    Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
5/21/18	[REDACTED] emails SGS to set up an appointment	[REDACTED] explains they are having issues with their [REDACTED] professor complying with their disability accommodation in class.
5/21/18	SGS emails [REDACTED]	SGS asks [REDACTED] to call EOO to schedule an appointment.
5/21/18	[REDACTED] calls EOO	[REDACTED] speaks to LB and schedules an appointment with him for 5/22/18.
5/22/18	LB meets with [REDACTED]	LB explains the EO Office Resolution processes, "Protocol," including differences between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated they did not want to file a formal complaint and that she wanted an informal resolution.  [REDACTED] explained that in their [REDACTED] course with, Professor [REDACTED] the first day of class, [REDACTED] talked to Professor [REDACTED] to arrange a

		<p>time to meet to discuss the [REDACTED] accommodations. [REDACTED] asked Professor [REDACTED] if there was another time they could meet outside her scheduled office hours because [REDACTED] could not make it to Professor [REDACTED] scheduled office hours. Professor [REDACTED] told [REDACTED] no, and did not give [REDACTED] a reason as to why he could not arrange another time. [REDACTED] was upset that Professor [REDACTED] would not arrange another time to meet with them. [REDACTED] talked to Kim Thiessen, from DRS about their concerns with Professor [REDACTED] accommodations for the classes were eventually arranged through the DRS.</p> <p>5/16 [REDACTED] said they went to DRS to complete their 5/16 compensation assuagement for the class, and the assignment was not in the DRS. The professor told [REDACTED] they can complete assignment in his office. However, [REDACTED] would like to complete the assuagement in the DRS.</p> <p>[REDACTED] would like the EO Office to assist them with having their 5/16 compensation assignment in the DRS, and ensuring their 5/30 Exam 3 is placed in the DRS, and their final exam is placed in the DRS.</p>
5/24 /18	LB and SGS called Kim Thiessen	LB and SGS explained [REDACTED] situations to Kim. Kim said she will contact the professor, and work on getting [REDACTED] accommodation concerns resolved.
5/25/18	LB called [REDACTED]	LB explained to [REDACTED] that SGS and LB called Kim Thiessen and informed Kim about [REDACTED] concerns with Professor [REDACTED]. Kim indicated that she would contact Professor [REDACTED], and work on arranging [REDACTED] accommodations for their last three assignments. LB recommended that [REDACTED] call Kim Tuesday to set up an appointment. [REDACTED] thanked LB for his assistance, and indicated that they are comfortable with the next step of calling Kim Thiessen. LB told [REDACTED] to call him if they need in further assistance.